advans
BANK TANZANIA

CAREER OPPORTUNITIES IN THE BANKING SECTOR

Advans Bank Tanzania, a commercial bank licensed by Bank of Tanzania, offers carriers opportunities to highly skilled and motivated professionals for **Mwanza Branch.**
The institution is part of a network of financial institutions worldwide which provide adapted financial services to micro, small and medium-sized enterprises.

Branch staff positions;

- **Credit Supervisors (2 positions)**

Profile

- To manage the credit activity of the branch and the client officers/recovery officers in charge of loan portfolio development
- Develop the overall branch loan portfolio (both in terms of quantity and quality), deposits and payment services in accordance with set targets
- At list 9Months work as Client Officer/SME CO
- Strong commercial attitude
- Rigor and transparency

Client Officers (reference CO/DEC13)

- Prospecting and managing a client portfolio (loans and deposits), small and micro businesses analysis (70% of the time spent on the field)

- **Client Assistants (reference CA/DEC13)**
  - Carrying on Back Office tasks/information and advice to client

- **Tellers (reference TE/DEC13)**

– Cash management and client relationship in the branch

These three positions report directly to the Credit Supervisor or Client Services Supervisor

Profile

- Graduate / Diploma/ certificate/form six leaver preferably in the area of interest: Marketing/Finance//Economics/Sociology/ Accounts/Public Administration/Business Administration/Community development.
- Practical knowledge of micro/small businesses
- Good relationship and communication skills, strong team spirit
- Working experience as a cashier/teller for the teller position and good in Mathematics will be added advantage
- Field/ Internship in financial institutions will be an added advantage
- Ability to promote and ensure a clear, transparent and accurate information on each client
- Good relationship, customer care and strong team spirit
- Honesty and transparency

Two months training in Dar es salaam before transfer to Mwanza Branch. Training allowance will be offered but no transportation from Mwanza/Accommodation will be provided

All positions require perfect English and Kiswahili proficiency, good computer skills and a real motivation to work and grow in a challenging context.

MODE OF APPLICATION/DEADLINE

Interested candidates should apply only online; **jobs@advansbanktanzania.com** before **31st December, 2013** to send CV and scanned application letter with your passport picture coloured, attachment of other certificates you will be disqualified-only shortlisted applicants will be contacted. Detailed job description and profile available on the website **www.advansbanktanzania.com**